

[City of _____]
[Department of _____]

Date Inspected: _____

Date Recorded: _____

Stormwater Pollution Prevention- Municipal Park Inspection Form			
<i>Parks and Recreation Maintenance and Cleaning</i>			
<i>Trash and Litter Management</i>			
			<u>Action Items</u>
1	<i>Are the trash receptacles full?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Empty trash receptacles more frequently to prevent overloading and/or provide additional receptacles. <input type="checkbox"/> Replace trash bags. <input type="checkbox"/> Verify trash receptacles are not leaking, or no evidence of leaking.
2	<i>Are receptacles out-of-place or not convenient for use?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Provide waste containers in convenient places (parking lots, walking paths, near pet waste bag receptacles, bench and picnic areas). <input type="checkbox"/> Return receptacles to designated locations if displaced by third parties. <input type="checkbox"/> Relocate trash receptacles placed near lakes and streams.
3	<i>Do trash receptacles need cleaning?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Trash receptacles should be cleaned and maintained when they are malodorous or have accumulated liquids or debris. <input type="checkbox"/> Use dry cleaning methods (sweeping, vacuuming) to clean trash receptacles if possible. <input type="checkbox"/> Steam clean or power wash receptacles in designated cleaning areas if wet methods are necessary. <input type="checkbox"/> Check receptacles for leaks during cleaning and replace or repair as necessary. <input type="checkbox"/> Capture waste water generated during cleaning and properly dispose into sewer or infiltrate in grassy area.
4	<i>Is litter evident in park areas and/or parking lots?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Regularly inspect facility for litter and wastes. <input type="checkbox"/> Use trash lids to limit contact with rain and dispersal by vectors or wind. <input type="checkbox"/> Empty trash receptacles more frequently to prevent overflow and/or provide additional receptacles. <input type="checkbox"/> Sweep all parking lots at least twice per month (MS4 Permit requirement). <input type="checkbox"/> Post "No Littering" signs.
5	<i>Does sediment, trash, or other materials enter a storm drain during parking lot sweeping?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Use absorbent materials on oily spots prior to sweeping. <input type="checkbox"/> Block storm drains (storm drain covers or filter fabrics) or contain runoff. <input type="checkbox"/> Divert runoff away from storm drain inlets.

General Surface Cleaning			
			<u>Action Items</u>
6	Does cleaning building exteriors create run-off?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Use a minimum amount of water. <input type="checkbox"/> Place filter fabric, storm drain cover, or some other type of screen on the ground/catch basin to allow for collection and disposal of the screened material. <input type="checkbox"/> Collect and properly dispose of waste water, if possible divert waste water to infiltrate into grass and ensure this does not kill grass.
7	Does cleaning the sidewalks, walkways, sports courts, and pavilions create run-off?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Dry sweep and pick up trash prior to cleaning. <input type="checkbox"/> Use a storm drain cover, filter fabric, sandbags, or comparable effective runoff control mechanism. <input type="checkbox"/> Use a minimum amount of water, consider utilizing steam cleaning or low flow pressure washer, e.g., water broom. <input type="checkbox"/> Contain, collect, and properly dispose of waste water, if possible direct waste water to infiltrate into grass.
8	Does graffiti cleaning require wash water that may carry pollutants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Block storm drains (storm drain covers or filter fabrics) or contain runoff. <input type="checkbox"/> Contain, collect, and properly dispose of waste water, if possible direct waste water to infiltrate into grass.
Lawn and Turf Maintenance			
			<u>Action Items</u>
9	Do lawn or turf surface areas require fertilizers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Use a minimum amount of fertilizer, cover only lawn surfaces. <input type="checkbox"/> Work fertilizers into the soil, rather than dumping them onto the surface. <input type="checkbox"/> Do not use fertilizers if rain is predicted or during rain or wind events.
10	Do lawn or turf surface areas require pesticides?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Do not mix or prepare herbicides/pesticides for application near storm drains. <input type="checkbox"/> Do not apply herbicides/pesticides within 100 feet of surface waters (lakes, ponds, wetlands, and streams). <input type="checkbox"/> Dispose of unused pesticides as hazardous waste.
11	Are the nearby gutters accumulating debris?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Check all gutters and clean as required. <input type="checkbox"/> Check all swales and collection boxes. <input type="checkbox"/> Dispose of grass clippings, leaves, sticks, or other collected debris as greenwaste or by composting. <input type="checkbox"/> Perform leaf raking on a regular basis.

12	Are lawn or turf surface areas irrigated by an automatic sprinkler system?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Use a minimum amount of water, adjust sprinklers to minimize run-off and soggy/muddy areas. <input type="checkbox"/> Utilize a program to eliminate irrigation during storm events. <input type="checkbox"/> Verify that irrigation schedule conforms to municipal water conservation ordinances.	
13	Are lawn or turf surface areas manually irrigated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Use a minimum amount of water to minimize run-off and soggy/muddy areas. <input type="checkbox"/> Apply irrigation water uniformly and accurately to prevent runoff. <input type="checkbox"/> Verify that irrigation schedule conforms to municipal water conservation ordinances.	
14	Does the irrigation system use reclaimed/grey water?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Use a minimum amount of water, adjust sprinklers to eliminate run-off, if necessary. <input type="checkbox"/> Verify proper placarding and color coding in areas using reclaimed water. <input type="checkbox"/> Reduce routine fertilizer application accordingly.	
Water Feature Maintenance				
<u>Action Items</u>				
15	When water feature is drained, is water discharged into street or storm drain?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Test chlorine levels, then, if acceptable, recycle and reuse water by draining into a landscaped area. (Note: When discharging chlorine residual levels can not exceed 0.1 ppm and pH must be between 6.5 and 8.5) <input type="checkbox"/> Discharge water into sanitary sewer.	
Dog Area/ Pet Waste Maintenance				
<u>Action Items</u>				
16	Is pet waste accumulating?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Refill empty pet waste bag receptacles. <input type="checkbox"/> Provide biodegradable pet waste bags. <input type="checkbox"/> Remove unattended pet waste immediately.	
Training and Education				
<u>Action Items</u>				
17	Is Park and Maintenance staff training conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Other	<input type="checkbox"/> Hands-on field training session. <input type="checkbox"/> NPDES Permit Annual Training.

Other Comments: _____

_____ Is a Follow-Up Inspection Required ?
 Staff Signature Date ☐ Yes ☐ No

All "Yes" answered questions correspond to Action Items.. All "No" answers indicate appropriate procedure is in place.